Quartermaster
Center and School

AFMIS

Army Center of Excellence
Subsistence

Home

Directorate of Training

PRESENTS

AFMIS Training
For The Food Program Manager

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Commercial: (804) 734-3373

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Food Program Manager Training
AFMIS IFA Module

- **Standards and Policy**
  - Dining Facility – Set/Enforce
- **Food Advisory Staff Support**
  - Dining Facility Supervision / Assistance
- **Managing Files / System Set-up**
  - Equipment / Reports / Costs / Contracts
- **Managing Data / Dining Facility Support**
  - Master Item File Maintenance
  - Recipe Maintenance
  - Menu Maintenance

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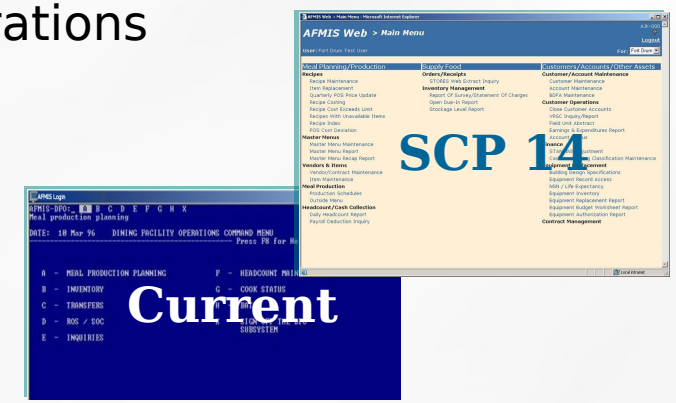
Home

Dining Facility Standards Review

Supervision

- **Standards**
  - ❑ Workstation Security
  - ❑ Reports/Files/ARMIS
  - ❑ SOPs and Work Schedules
  - ❑ Problem Reporting/Timely Corrections
  - ❑ Continuity of Operations
  - ❑ Training
  - ❑ Assistance



AFMIS

TNET Training

Return

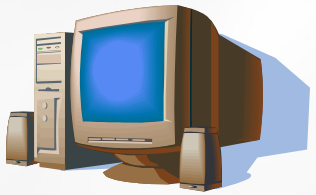
Food Advisory Staff Support
(With View Access)

- **Access and Purpose**
- **Food Advisory Support**
- **DFAC Resource Review**
- **Administration Files Review**
- **Dining Facility Account Review**
- **Dining Facility Inventory Review**
- **Dining Facility Headcount Review**

Dining Facility Inquiry Review

Supervision

- **Access and Purpose**
  - SA and IFA Support
  - Multiple DFAC Supervision
  - Consolidation of Reports
  - Customer Tracking
  - Budget Analysis and Compliance
  - Resource Tracking
  - Problem Identification
  - Identifying Training Needs



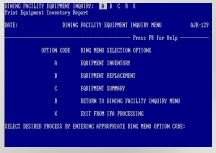
Dining Facility Inquiry Review

Supervision

- **Food Advisory Support**
  - ❑ Management Assistance
  - ❑ Training Assistance
  - ❑ Support Liaison
  - ❑ Timely Corrections
  - ❑ Problem Resolution

Dining Facility Inquiry Review

Recipes



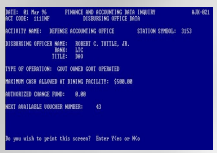
Equipment

- **DFAC Resource Review**
  - ❑ Recipe Review – DFO Recipe Service
  - ❑ Equipment Reports
    - Equipment Inventory
    - Equipment Replacement
    - Equipment Summary - DSS
  - ❑ Access Dining Facility
  - ❑ Cook Status Report

Dining Facility Inquiry Review

File Info.

Personnel



FAO

- **Administration Files Review**
  - ❑ Dining Facility File Information
  - ❑ Key Personnel
  - ❑ Finance and Accounting
    - ▪ Next Voucher
    - ▪ Authorized Cash

Dining Facility Inquiry Review

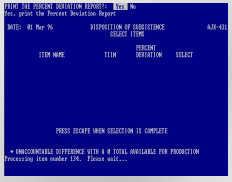
E & E Repor

Account Status

- **DFAC Account Review**
  - ❑ Earnings and Expenditure Record
  - ❑ Account Status – Current / Previous
  - ❑ Account Status FY
    - ▪ Customer Trends
    - ▪ Training Curve Planning
    - ▪ Management Practices

Dining Facility Inquiry Review

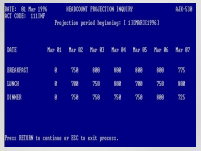
BOH



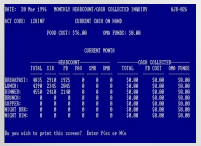
Disposition

- **DFAC Inventory Review**
  - ❑ Current Inventory - BOH
  - ❑ Inventory Practices
  - ❑ Prior Month Review
    - ▪ Percent Deviation Report
    - ▪ Disposition of Subsistence
  - ❑ Discrepancies

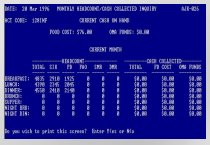
Dining Facility Inquiry Review



Projections



Daily



Monthly

Summary

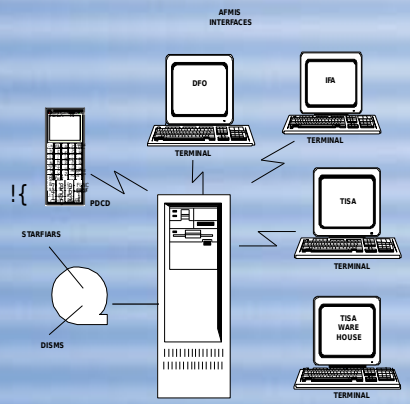
- **DFAC Headcount Review**
  - ❑ Headcount Forecasting
  - ❑ Headcount History
  - ❑ Headcount Controls
    - HC / Cash Collection
    - Cash Verification
  - ❑ Cash Close-out

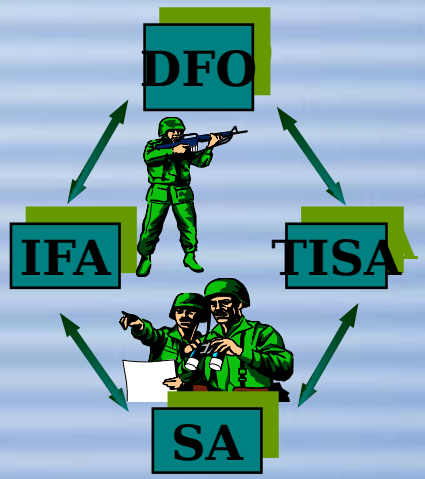
IFA Management and Support

Return

General Files Set-up

Management Tools and Reports





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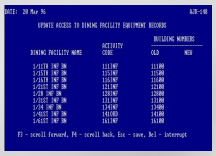
General Files Set-up

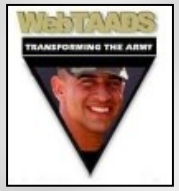
DF Access



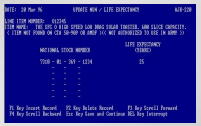
Equipment Access

- **Dining Facility Records Access**
  - Granting Access
    - Print Access Roster
  - Equipment Records Access
    - On-Line Tennant Report

General Files Set-up



CTA 50-909



NSN

Design

- **Equipment Records Set-up**
  - Equipment Authorizations – CTA 50-909
    - LIN (DSS)
    - ACES, FED Assistance
    - Like Items
  - Equipment NSN / Life Expectancy
  - Design Specification
    - Adding a Building Number
    - Design Capacity
    - Number in Facility - Areas

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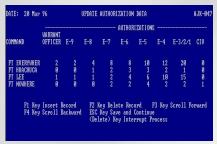
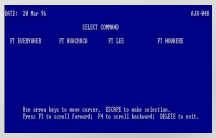
General Files Set-up



Authorized



UIC

- **Cook Status Records Set-up**
  - Personnel Authorizations
    - Installation Commands
    - Personnel Authorized
  - Unit of Assignment
    - Activity – Dining Facility

General Files Set-up

Meal Rates

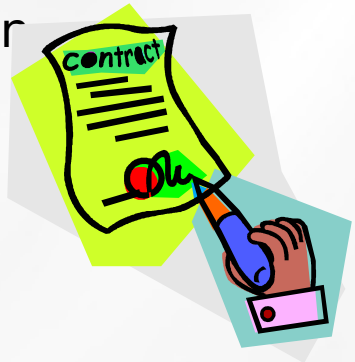
Classification

- **Cash Meal Payment Costs**
  - Meal Rates
    - Review
    - Records Maintenance
  - Account Classification
    - Review
    - Records Maintenance

General Files Set-up

Contract

- **DFAC Contract Set-up**
  - ❑ Contract Numbers
  - ❑ Type of Operation
    - Full Food Service
    - Management and Production
    - Dining Facility Attendant
  - ❑ Contract Per Facility

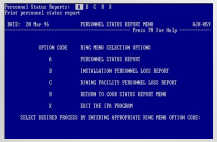


Management Tools and Reports

Reports

- **Resource Management & Reports**
  - Equipment Replacement Reports
    - NSN Catalog Report
    - Equipment Summary – DF Inquiry
    - Equipment Inventory
    - Equipment Budget Report
    - Equipment Budget Worksheet

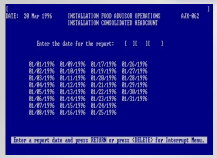
Management Tools and Reports



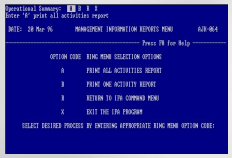
Reports

- **Resource Management & Reports**
  - Personnel – Cook Status Reports
    - Authorization Report
    - Dining Facility Loss Report
      - 30/60/90 Day Loss
    - Installation Loss Report
      - 30/60/90 Day Loss
    - Installation Status Report

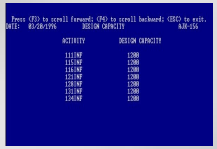
Management Tools and Reports



Headcount



Operations

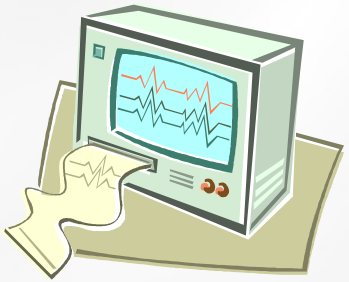


Participation

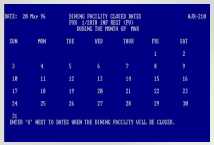
Inventory

Headcount

- **DFAC Operations & Mgmt. Reports**
  - Headcount Inquiries
    - Consolidated HC Report
    - Cumulative HC Report
  - DF Operations Summary Report
  - DF Participation Rate – Design
  - Inventory Value Objective
  - Automated Headcount Report
  - Detailed Reports – DF Inquiry



Management Tools and Reports



Contracts

Bulletin

- **Contract Management**
  - Random Survey Process
    - Closed Dates
    - Sample Size
      - Operating Days

- **DFAC Communications**
  - Bulletin Board
    - Menu Board
    - Training

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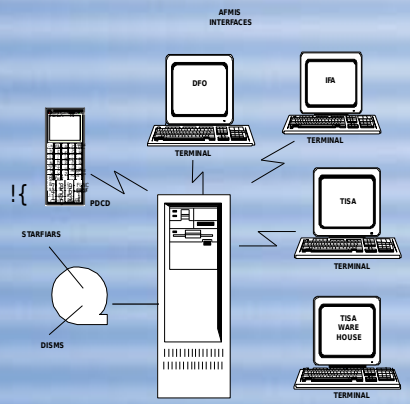
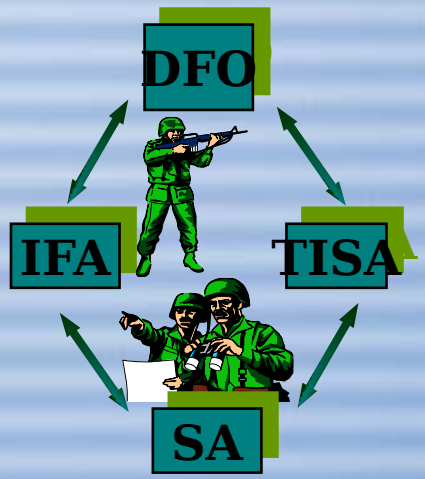
IFA Management and Support

Return

Data Management

Dining Facility Support





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IFA Support Processes

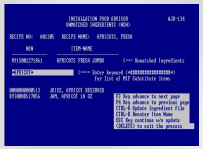
MIF

Reconcile

Subsistence Support

- Master Item File Review
  - Conversion Factor
- MIF Reconciliation Process
  - Weekly - Monthly
  - Schedule with SA / TISA
  - Only User On
  - Run Time: No Longer Than 15 Minutes

IFA Support Processes



Replace

- **Recipe Support**
  - ❑ Missing / Mismatched Ingredient
  - ❑ Ingredient Replacement
    - ▪ Ingredients Not Stocked
    - ▪ Unmatched Ingredients - Select
    - ▪ Unique NSN
  - ❑ Recipe Review
    - ▪ DFO Vs. IFA

IFA Support Processes

Course

Recipes

- **Recipe Support - Continued**
  - Course File Maintenance
  - Recipe Maintenance – Backup / Load
    - Header Information
    - Ingredients - TIIN
    - Conversion Factors
    - Instructions
  - Sending Recipe
    - Dining Facility Interface

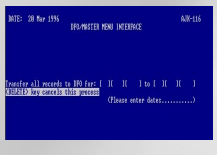
IFA Support Processes

- **Recipe Support - Continued**
  - Recipe Costs
    - Compute Recipe Costs
    - POS Quarterly Price Update
    - POS Cost Deviation

IFA Support Processes

Menus

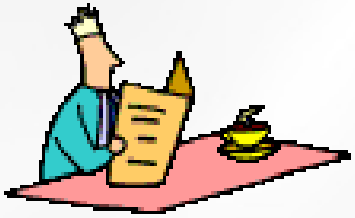
Global



Access

Menu Support

- Missing Menus Report
- Master Menu Maintenance
  - Adding / Updating
  - Global Changes
  - Dining Facility Access
  - FY Roll Over
- Master Menu Recap
- Operational Menus



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AFMIS

TNET Training

Return

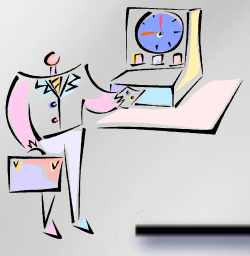
Agency Coordination & Support

Learning Activity Four

TISA Coordination

TISA Support

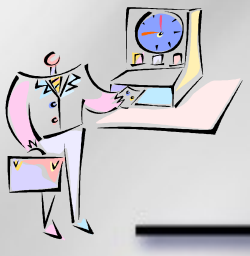
Systems Administrator Support



Agency Coordination & Support

Support

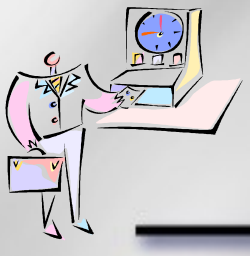
- **TISA Coordination**
  - Communication
    - Bulletin Board
  - Subsistence Coordination
    - MIF Reconciliation
    - MIF Updates
    - Subsistence Reports
      - Price Updates
      - Items Changes - TIIN



Agency Coordination & Support

Support

- **TISA Support**
  - ❑ Account Support
    - ▪ Schedule - Closing
  - ❑ BDFA
  - ❑ Subsistence Support
    - ▪ Issue Frequency Schedule
    - ▪ Request / Issues
    - ▪ Prime Vendor – Orders / Receipts
      - • Timely Processing
  - ❑ Inventory Adjustments – Purchases (Issues)



Agency Coordination & Support

Support

- **Systems Administrator**
  - Communication
    - Problem Reporting
    - Problem Corrections
    - System Standards
    - Systems Misuse
    - Customer Support
  - Support
    - Hardware – Software – Data Tables

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Thank you for Attending

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For The Installation Food Advisor

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